

## Standard Department Narrative Form

Department Name: **Building Inspection**

Department Number 241

### Purpose of Department/Mission

**To promote** the public health, safety and welfare in, of and around buildings and structures in the Town through the application of the Massachusetts Building and Construction Codes, Zoning By-laws and other related laws of the Town and Commonwealth.

**To provide** for the orderly, efficient and environmentally conscientious use of land through the administration of the Zoning By-laws and other land use laws of the Town and Commonwealth. To provide assistance to citizens, property owners, builders and designers seeking to legitimately develop property to that end.

**To enforce**, when necessary, the construction and land use laws of the Town and Commonwealth to assure public health, safety and welfare in buildings in Montague.

### Department Staffing

- One full-time Building Inspector
- One full-time Clerk
- One part time Alternate Building Inspector
- One part-time Plumbing and Gas Inspector
- Two part-time Alternate Plumbing and Gas Inspectors
- One part-time Electrical Inspector
- One part-time Alternate Electrical Inspector

The full time employees are salaried. The Plumbing, Gas, and Electrical permit system works on a fee for service basis and the Inspectors are paid per inspection.

### Mandated Services

- Processes permits for building, plumbing, electrical and gas fitting work
- Makes inspections
- Issues enforcement notices
- Collects fees
- Maintains permanent records.
- The Building Department also regularly inspects public places of assembly and investigates the current condition of existing buildings and seeks enforcement where required.

### Other Programs/Services Provided

- The Building Department oversees and coordinates with other town departments the oversight of all new building construction and renovations.
- The department's Inspectors' knowledge and advice are consistently made available to other town departments including Board of Health, Planning, Assessors and Selectmen.

- The Department assists the Treasurer/Collector in collecting delinquent tax payments.
- The Building Department provides all clerical and most technical support to the Zoning Board of Appeals.

#### Revenues Generated

- Building Permits
- Gas Permits
- Plumbing Permits
- Electrical Permits
- Demolition Permits
- Home Occupations
- Annual Inspection Fees
- Building and ZBA Copies of records
- Montague Zoning Bylaws
- Subdivision Regulations
- ZBA Hearing Fees
- Zoning Maps